



REQUEST FOR PROPOSAL

WORKFORCE INVESTMENT ACT (“WIA”) Year-Round Youth Employment And Training Program

JULY 1, 2006 - JUNE 30, 2008

**DETROIT WORKFORCE DEVELOPMENT DEPARTMENT
A Michigan Works! Agency**

D E T R O I T



Kwame M. Kilpatrick
Mayor
City of Detroit

Cylenthia LaToye Obayan, Esq.
Director

Cynthia A. Bell
Deputy Director

January 9, 2006

TO: Prospective Bidders

FROM: Cylenthia LaToye Obayan, Esq., Director
Detroit Workforce Development Department

RE: Requests for Proposals (RFP)
Year-Round Youth Coordination and Operations Control
Year-Round Youth Employment and Training Program

The Detroit Workforce Development Department ("DWDD"), a Michigan Works! Agency, on behalf of the Detroit Workforce Development Board, is issuing two Request for Proposals ("RFPs") in anticipation of the availability of Workforce Investment Act ("WIA") funds from the State of Michigan. The RFPs are for the Year-Round Youth Coordination and Operations Control and the Year-Round Youth Employment and Training Program

The Year-Round Youth Coordination and Operations Control RFP solicits proposals for the selection of a Year-Round Youth Coordinator. The proposing organization will be responsible for the coordination and operations control of DWDD's year-round youth employment and training program. The coordination services include the bidder's ability to work with the Detroit Public School system and various youth service providers to coordinate year-round youth services and activities. The Year-Round Youth Coordinator will provide youth with access to the full range of local workforce development services which includes recruitment, intake, eligibility determination, assessment, case management, counseling, mentoring, remediation, occupational skills training, work experience, support, referral, and follow-up services. In addition, the Year-Round Youth Coordinator will participate in procurement of youth service providers and monitoring and evaluation of youth service providers ensure compliance with WIA regulations.

The Year-Round Youth Employment and Training Program RFP solicits proposals for programs that help youth who are facing serious barriers to academic and employment success. Programs funded under this RFP will provide a unified youth program linked closely to local labor market needs and community youth programs and services. Combined resources provided through WIA and those of the existing entities will create stronger connections between academic and occupational learning while serving an expanded number of youth. Programs should include activities that promote youth work force readiness and development through such activities as leadership development through community service, work experience opportunities, academic preparedness in math or other key areas, tutoring, mentoring, and pregnancy and drug prevention strategies.

The RFP packages will be available on Monday, January 9, 2006 and thereafter, Monday through Friday, 8:30 a.m. - 4:00 p.m., at the offices of the Operations Division of the Detroit Workforce Development Department, 707 West Milwaukee Avenue, Second Floor, Detroit, Michigan 48202.

A Bidders' Conference for the Year-Round Youth Coordination and Operations Control and Year-Round Youth Employment and Training Program is scheduled for Wednesday, January 18, 2006 from 10:30 to 12:00 p.m. in the First Floor Orientation Room, at 707 West Milwaukee Avenue, Detroit, Michigan. Please call (313) 876-0584, extension 214, for reservations and to indicate the number of persons who will represent your agency. All questions will be answered at the Bidders' Conference. After this date, no other questions regarding these RFPs will be accepted by the Operations Divisions or any other DWDD staff member.

Completed proposals for both the Year-Round Youth Coordination and Operations and Year-Round Youth Employment and Training Program must be received in the Operations Division between the hours of 8:30 a.m. and 4:00 p.m. no later than Tuesday, February 7, 2006.

The Detroit Workforce Development Department ("DWDD") is an equal employment opportunity employer and program operator, and does not discriminate on the grounds of race, color, sex, religion, national origin, age, height, marital status, arrest without conviction, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under the Personal Responsibility and Work Opportunity Reconciliation Act ("PRWORA") or the Workforce Investment Act ("WIA) in access to, opportunity or treatment in, or employment in the administration of or connection with any PRWORA or WIA-funded program or activity.

This RFP does not commit the City of Detroit to award contracts, to pay any cost incurred in the preparation of a proposal, or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of these requests, to negotiate with all qualified sources, and to cancel in part or in entirety this RFP, if it is in the best interest of the City to do so.

Auxiliary aids and services will be made available upon request to individuals with disabilities. Inquiries may be directed to the Operations Division at (313) 876-0584, extension 214, the Michigan Relay Center at 1-800-649-3777, Voice and TTY. Information on this RFP will also be made available in alternative format upon written request to the Detroit Workforce Development Department.

CLO:JS:JDC

CITY OF DETROIT REQUEST FOR PROPOSAL

PART I

PURPOSE

The Detroit Workforce Development Department (“DWDD”), a Michigan Works Agency is soliciting proposals for employment and training programs that help youth who face serious barriers to academic and employment success. Programs funded under this RFP will provide a unified youth program linked more closely to local labor market needs and community youth programs and services. These programs should include activities that promote youth work force readiness and development through activities such as: leadership development through community service work experience opportunities; academic preparedness in math or other key areas; career development through introductory or advance courses (e.g. computer technology); tutorial; mentoring; and pregnancy and drug prevention strategies. The program will provide a menu of services, which may be available in combination during a youth’s development.

Program design should incorporate combined resources provided through the Workforce Investment Act and those of the existing entities to create stronger connections between academic and occupational learning while serving an expanded number of youth. Through this approach, the City of Detroit is seeking to afford more opportunities to youth who may not be eligible for program entry under the Workforce Investment Act.

The Detroit Workforce Development Department and the Detroit Workforce Development Board’s Youth Council and Youth Advisory Group envision developing a comprehensive youth workforce system, offering life skills and occupational skills training and employment services to in-school and out-of-school youth, including at-risk youth, youth with disabilities, foster youth and youth offenders, 365 days a year. These services to youth will provide strong linkages between academic and occupational learning, provide unsubsidized employment opportunities, and establish effective communication to intermediaries with strong links to the job market and local and regional employers.

The Year-Round Youth Program will be operated with funds from Title I of the Workforce Investment Act (WIA) of 1998, and other sources of funds that may become available for the period of July 1, 2006 through June 30, 2008. If other funds are obtained, they may determine the period of operation. Should additional resources become available, the period of operation may be amended depending upon the program’s fiscal year (e.g. October 1, 2006 through September 30, 2007).

Year-round youth program participants must be between the ages of 14 to 21 and must meet the Workforce Investment Act (WIA) eligibility criteria. The intent of the Workforce Investment Act as it relates to youth is to increase the basic skills, occupational skill, employment, retention, and earnings for eligible WIA youth.

Information contained in this Request for Proposal will be made available in alternative format upon written request to the Detroit Workforce Development Department.

Request For Proposal Calendar

This RFP will be available for pick up at the Detroit Workforce Development Department, Operations Division, 707 W. Milwaukee Avenue – Second Floor, Detroit, Michigan 48202, between the hours of 8:30 a.m. and 4:00 p.m. March 2, 2006

Bidders' Conference and distribution of RFP in the Detroit Workforce Development Department's First Floor Conference Room, 707 W. Milwaukee Avenue, Detroit, Michigan 48202. Time: 10:30 a.m. – 12:00 p.m. March 8, 2006

Completed proposals are due in the office of the Detroit Workforce Development Department's Operations Division, Second Floor, 707 W. Milwaukee Avenue, Detroit, Michigan 48202, between the hours of 8:30 a.m. and 4:00 p.m. March 29, 2006

Proposal review and rating by staff and the Workforce Development Board. Notification of contract awards and contract negotiations. March 29, 2006 to June 30, 2006

Contracts completed and projects begin pending availability of Federal funds and approval of City Council. July 1, 2006

The Detroit Workforce Development Department ("DWDD") is an equal employment opportunity employer and program operator, and does not discriminate on the grounds of race, color, sex, religion, national origin, age, height, marital status, arrest without conviction, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under the Personal Responsibility and Work Opportunity Reconciliation Act ("PRWORA") or the Workforce Investment Act ("WIA) in access to, opportunity or treatment in, or employment in the administration of or connection with any PRWORA or WIA-funded program or activity.

Auxiliary aids and services are available upon request to individuals with disabilities. Inquiries may be directed to the Operations Division at (313) 876-0584 or to the Michigan Relay Center at 1-800-649-3777 for Voice and TTY information.

PART II

PROPOSAL APPLICATION RULES

1. POTENTIAL FUNDING

The source of funding for projects submitted in response to this RFP is Work Investment Act TITLE I for Program Year 2006. Other funding may also be secured. At the time contract awards are made, projects will be funded under the most appropriate source. It is the policy of the Michigan Works! Agency (MWA) to form linkages and refer its customers to other funding sources where appropriate.

2. PROPOSAL SUBMISSION AND DEADLINE

To be considered for funding in the upcoming fiscal year, **three (3)** complete copies of each proposal must be submitted to the Detroit Workforce Development Department. Proposals must be submitted to the Operations Division, Second Floor, 707 W. Milwaukee Avenue, Detroit, Michigan 48202, no later than 4:00 p.m. on March 29, 2006. A receipt in acknowledgment of each proposal submission will be given or mailed to the proposing agency. DWDD will not evaluate late proposals.

Each proposal should be prepared simply and economically. The proposal should provide a straightforward and concise description of the program operator's intentions. The proposal must clearly indicate what services are being offered, what benefits customers will receive, and what performance levels and competencies will be achieved. Proposers should also describe their ability to meet all program administrative and operational requirements. Emphasis should be placed on completeness and clarity of proposal content. Extravagant bindings and other presentations beyond what is sufficient to present a complete and effective proposal are discouraged.

3. AGENCY AUTHORIZED SIGNATURE

Each copy (three) of the proposal submitted must bear an **original signature** of the agency official(s) authorized to enter into a contractual agreement with the Detroit Workforce Development Department.

4. NUMBER OF PROJECTS

An agency may propose more than one project. Each project should be submitted as a separate proposal with a complete Statement of Work, Cost/Budget Proposal, and all required application forms and information. Each project will be reviewed and rated separately. Funds for special projects may be available to implement collaborative programs.

5. ELIGIBLE PROPOSERS

Eligible proposers include public and private non-profit agencies, private-for-profit organizations, units of local government including community colleges and universities, and community-based organizations of demonstrated effectiveness.

Organizations are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department/agency, or if they are not in compliance with the State Department of Revenue or Internal Revenue service requirements.

6. PERIOD OF PERFORMANCE

The period of performance for this program will not be earlier than July 1, 2006 or later than June 30, 2008. Participation in the summer components of the program will not be available until the last day of public school. The Out-of-School program is not scheduled to begin before July 1, 2006.

7. PROGRAM ACTIVITIES

The proposer must ensure that the proposal provides a design framework that will include the requirements of WIA section 129(c)(1)(A) as follows:

- a. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program; and,
- b. Develop service strategies for each participant that identifies an educational and employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to the above section, except that a new service provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program; and
- c. Provide academic enhancement; linkages between academic learning; preparation for postsecondary educational opportunities (if appropriate); strong linkage between academic and occupational learning (if appropriate); basic life skills; and effective connections to intermediary organizations that furnish strong links to accessible community resources, the job market, and local and regional employers; and

- d. Provide a description and assurances regarding how the program's non-WIA resources will be utilized to service entrants not eligible for program entry under WIA.

Successful proposals will make the following ten (10) elements available to youth participants as required in WIA, Title 1, Section 129:

- 1 Tutoring, study skills training, classroom instruction in math and/or instruction leading to secondary school completion, including dropout prevention strategies;
- 2 Alternative secondary school offerings, as appropriate;
- 3 Summer employment opportunities directly linked to academic and occupational learning;
- 4 Leadership development opportunities, which may include such activities as positive social behavior and soft skills reinforcement, decision-making, teamwork, community service and peer-centered activities;
- 5 Supportive services;
- 6 Paid and unpaid work experiences including internships and job shadowing, as appropriate;
- 7 Occupational skill training, as appropriate;
- 8 Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- 9 Follow-up services for not less than 12 months after the completion of the participation, and
- 10 Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

In addition, successful proposers will make sure that each participant who meets the eligibility criteria be provided with:

- Information on the full array of services that are available through the Detroit One-Stops.
- Referrals to appropriate training and educational programs that have the capacity to serve the participant either on a sequential or concurrent basis.

Not every youth will require every service. The successful proposal will have the discretion to determine what specific program services will be provided to a youth participant based on each participant's objective assessment and individual service strategy. However, a methodology must be in place to monitor participant referrals, progress, and the outcome of services, primarily if the participant continues in the WIA system.

8. POPULATIONS TO BE SERVED

The Detroit Workforce Development Department (“DWDD”) is seeking projects designed to serve economically disadvantaged youth (ages 14 to 21) that also meet one of the following additional criteria (according to WIA Section 129 (5):

- individuals with disabilities, including learning disabilities;
- individuals who are basic skills deficient;
- individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual;
- individuals who are school dropouts;
- individuals who are pregnant or parenting;
- individuals who are offenders;
- individuals who are homeless or runaway youth; or
- individuals who requires additional assistance to complete an educational program, or to secure and hold employment.

NOTE: The Workforce Investment Act Requires that at least 30% of all participants be out-of-school youth.

9. FORMAT

Proposers must follow the instructions outlined in the RFP package and submit all appropriate application forms. All applications must be typewritten, and double-spaced on 8½" x 11" paper. If the space provided in an application form is insufficient, attach additional pages.

To facilitate contracting, proposing agencies are to prepare a Statement of Work, Cost/Budget Proposal, and other narrative using the terms “the program shall” and “the program will” as opposed to “the agency proposes” or the “proposed program would.” Proposers are reminded to prepare the Cost/Budget Proposal in a manner that identifies program and non-program staff, operational, and other related costs. These materials can then be used in the contract without retyping.

Agencies that currently have Work First contracts are reminded that it is a Federal violation to prepare proposals using staff time or materials funded by Work First.

10. FIRM, COMPETITIVE OFFER

The Request for Proposal is competitive. Each offer should be submitted in the most favorable terms the proposing agency can submit, from a price and technical standpoint. The offer is subject to negotiation, but costs cannot increase during contract negotiation or the City may require as.

11. POSSIBLE MODIFICATION

Any agency applying under this RFP must be willing to adapt its proposal to specific funding guidelines or changes in City, State or Federal regulations or policies. Proposers may be required to submit cost, technical, or other revisions of their proposals that may result from negotiations.

12. SPECIFIC QUESTIONS

All questions will be answered at the Bidders' Conference on March 8, 2006. After this date, the Operations Division will not entertain questions. Questions shall not be directed to any other DWDD staff members.

13. PRE-AWARD CONDITIONS

The Detroit Workforce Development Department reserves the right to request additional information to amplify, clarify, or support proposals. The Detroit Workforce Development Department also reserves the right to conduct an on-site pre-award survey of the proposer's facilities. In addition, the proposer's administrative and programmatic delivery systems will be reviewed. A staff member will contact the proposing agency in advance if such a visit is to take place. The proposing agency will be expected to have at least one knowledgeable staff member available to respond to questions. Performance data from other jurisdictions and funding sources regarding the proposer's ability to meet planned goals and funding requirements may be requested.

Findings from the pre-award survey will be used in determining potential contractor capability. These findings will take precedence over any written statements in the proposal that cannot be verified onsite.

The Detroit Workforce Development Department may include as part of an on-site pre-award survey an assessment of the reasonable accommodations needed for facilities, furniture, materials, and equipment in order to satisfactorily serve youth with disabilities, including those with hidden disabilities.

14. COST ALLOCATION PLAN

DWDD requires contractors, prior to the start of the program, or at the beginning of contract negotiations, to produce a letter from a CPA firm that acknowledges the review and approval of the contractor's cost allocation plan. The cost allocation plan must identify WIA and non-WIA staff, operational, and other related costs.

15. MATCHING FUNDS

Proposing agencies are encouraged to supplement WIA funds with available non-WIA funds. This is important both as a means of reducing costs to WIA and offsetting possible disallowed costs.

Match requirements and suggested sources of match contributions are found in the forms package, Non-WIA Cash Contribution/Match Worksheet Instruction Form D. Match contributions should be projected on the Worksheet.

16. CITY and DWDD CONTRACTING PROCEDURES/REQUIREMENTS

- A. No monies can be released to selected agencies until (a) a City of Detroit contract has been signed with the proposing agency; (b) the agency meets all City of Detroit specifications; and (c) City Council approves the proposed contract.

The City reserves the right to decrease or increase contract amounts during the life of the contract, based on utilization of funds, agency performance, and the availability of Federal funding.

- B. DWDD requires each contractor, prior to the start of the program, to have one of the following:

1) A Certified Public Accountant (CPA) on staff or on retainer

or

2) An accountant on staff or on retainer with at least seven years of grant accounting experience.

- C. DWDD requires each contractor to have, at a minimum, one case manager to every 60 participants. This requirement is specific to those participants that are currently enrolled in the contractor's program.

- D. DWDD requires all contractors that are providing direct customer services to acquire and use a case management software system. This system should include, at a minimum, the ability to enter and update information pertaining to customers and to track changes by the users. Currently, the case management software system is Kidsmart. This may be amended from time to time through advance written notice.

- E. Certified Career Development Training or Career Development Facilitator certification of case managers, job developers, and frontline staff.

DWDD requires contractors' case managers, job developers, and all frontline staff to have at least one of the following levels of certification:

Certified Career Development Training or Career Development Facilitator provided by Oakland University, for example: this includes certifications at the following levels:

Certificate level;
Bachelor degree level; and
Masters degree level

OR

Certified Workforce Development Professional (CWDP) as provided by National Association of Workforce Development Professional (NAWDP):

Certificate level

OR

Masters degree in Social Work (with valid state licensing).

The certification process is a new endeavor for DWDD. The time associated with the certification process depends upon the level and the provider. With this in mind, DWDD will allow contractors to have a period of one year to demonstrate that staff either has a certification, the educational credentials, or is enrolled in classes to achieve the certification or educational credential.

In addition, DWDD is working with Oakland University and NAWDP to provide additional local locations for the certification training.

17. BASIS FOR SELECTION

All proposals that are complete and meet the specifications of the RFP will be given a numerical rating score, based on the rating criteria outlined in Attachment 1.

The Detroit Workforce Development Department staff and Workforce Development Board representatives will rate the proposals. The Detroit Workforce Development Department's planned goals and program mix will be considered in the selection of projects to be funded.

18. QUALIFYING STATEMENT

The City of Detroit, in conjunction with the Workforce Development Board, reserves the right to accept or reject any or all proposals received. The City also reserves the right to negotiate with all qualified sources. The City can cancel this RFP in part or in its entirety, if it is in its best interest to do so. This Request for Proposal ("RFP") does not commit the City of Detroit or the Board to award a contract, or to pay any costs incurred in the preparation of a proposal under this request.

19. CITY ADDITIONAL INSURED REQUIREMENTS

The City of Detroit requires that all contractors, as a condition of contract approval by the City, obtain liability insurance coverage from their own insurance carriers that name the City of Detroit as also insured for the proposed funded program, project, or activity. At the time of contract negotiation, all contractors will be required to present evidence of liability insurance coverage that conforms to this requirement.

Contractors will be required to secure a Buildings and Safety Clearance prior to commencement of contract implementation. Contractors will be responsible for fees charged for this service.

20. ADDITIONAL CONTRACTOR CLEARANCES

In order to qualify for a contract with the City of Detroit, proposing organizations must qualify for the following clearances from the City of Detroit:

- City of Detroit Income Tax Clearance
- City of Detroit Personal Property Tax Clearance
- City of Detroit Real Estate Tax Clearance
- City of Detroit Human Rights Clearance
- City of Detroit Buildings and Safety Department Clearance

All proposers must qualify for, and the Detroit Workforce Development Department must receive, all five clearances prior to completion of any contract with the City of Detroit. Prior to authorization to begin performing on the contract, all clearances must be on file at the Detroit Workforce Development Department. The proposing agency would have to accept the Detroit Workforce Development Department's contract boiler plate language or have a negotiated revision to said language on file with the City of Detroit Law Department.

21. AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act ("ADA") requires all employers and agencies receiving Federal funds to have their workplaces and program facilities accessible to persons with disabilities.

Detroit Workforce Development Department has designed an initiative dedicated to expanding the capacity of WIA-assisted youth programs to increase and improve services to youth with disabilities, including hidden disabilities.

Agencies that are funded under this RFP should anticipate including, among its planned participants, youth who are disabled, including young people who have hidden disabilities such as psychiatric disabilities, substance addiction, mental retardation, and learning disabilities. For the purposes of this RFP, a youth with disabilities is defined as having a physical or mental impairment that substantially limits one or more of his or her major life activities, or, has a record of such impairment, or is regarded as having such impairment.

22. NONDISCRIMINATION

Projects funded by WIA in response to this RFP are considered to be programs receiving Federal financial assistance, and, as such, are subject to prohibitions against discrimination.

Specifically, no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.

23. CONFLICT OF INTEREST

The City of Detroit has adopted appropriate procedures and practices to ensure that conflict of interest is avoided in the procurement and authorization of all Workforce Investment Act related goods and services. Proposing organizations must have on record written procedures and practices to avoid conflict of interest in the procurement of goods and services and the utilization of WIA funds.

24. MAINTENANCE OF EFFORT

The City of Detroit requires that all programs and services proposed pursuant to this RFP be in addition to programs and services already being provided by the proposing organization. Programs and services funded by WIA may not be used to defray the costs of or to supplant existing programs or program service levels available through the proposing organization. Proposing organizations must be able to demonstrate that existing program service levels, e.g., the percentage of participants served by existing funded programs does not decline as a result of WIA program funding.

25. ALIGNMENT WITH STRATEGIC PLAN

The Detroit Workforce Development Department and the Detroit Workforce Development Board have developed, under the guidance of the Department of Labor and Economic Growth (“MDLEG”), the Detroit Career Development Strategic Plan. All agencies responding to this RFP are expected to demonstrate that the programs and services being proposed will contribute to the accomplishment of one or more of the goals embraced by the strategic plan. Contract awardees will be expected to report their specific contributions to the accomplishment of the strategic plan goals and strategies. The Detroit Career Development Strategic Plan’s goals and strategies are as follows:

GOAL 1: SUPPORT EDUCATIONAL SYSTEM IMPROVEMENT

Three-Year Success Measures

- MEAP score averages improved by 6%
- High school graduation rate increased by 3%
- Annual number of earned GED certificates increased by 6%
- Number of adult and youth participants in academic and remedial programs increased by 6%
- Scholarship awards to high school graduates increased by 6%

Strategies

- 1.1 Expand GED preparation programs for youth and adults.
- 1.2 Deliver academic development/remedial services for in-school youth and adults.
- 1.3 Promote high school graduation and enrollment in post-secondary programs.

GOAL 2: ADVANCE WORKFORCE DEVELOPMENT

Three-Year Success Measures

- Employment and training program enrollment increased by 6%

- Program completion rates increased by 6%
- Workforce readiness assessment scores increased by 6%

Strategies

- 2.1 Expand the number and capacity of employment and training programs.
- 2.2 Direct services to diverse sets of participant customers, including special population groups.
- 2.3 Cultivate workplace preparedness among youth and adults.

GOAL 3: MEET EMPLOYER WORKPLACE NEEDS

Three-Year Success Measures

- Employment placement rate increased by 6%
- Employment retention rate increased by 6%
- Occupational skills training program completion rate increased by 6%

Strategies

- 3.1 Enhance capacity to prepare and deliver qualified workers to meet the market-driven needs of employers.
- 3.2 Develop high standards of work preparation and retention services.
- 3.3 Expand services that contribute to job retention.

GOAL 4: ENHANCE CUSTOMER SATISFACTION

Three-Year Success Measures

- Program participant satisfaction rate increased to 90%
- Employer satisfaction rate increased to 85%
- Service provider satisfaction rate increased to 85%

Strategies

- 4.1 Expand and intensify quality customer service to program participants, service providers, and local employers.
- 4.2 Develop and implement continuous improvement procedures.
- 4.3 Promote all Detroit Michigan Works! Agency services and resulting community benefits.

26. CONTINUOUS QUALITY IMPROVEMENT

The city of Detroit has a continuous quality improvement initiative whereby all services and practices of the city will become the focus of scrutiny and continuing improvement efforts. The city of Detroit's goal is to become the best-managed city in the nation.

Program/service provider organizations, as well as individual consultants, must also be part of this effort toward continuous quality improvement in servicing DWDD customers, employers, and job seekers, if the Department is to achieve its goals. Customer satisfaction with the services the bidder provides will enhance the likelihood of overall programmatic success. DWDD is therefore requiring that all contractors develop, keep on record, and follow a plan for continuous quality

improvement of internal operations and customer services that will improve employee, employer, and participant satisfaction. All contractors are expected to engage in continuous internal performance management and take proactive corrective actions if performance falls below target levels.

27. CONTRACTOR ACKNOWLEDGMENT

Contractors must display the Detroit Workforce Development Department's logo and the Michigan Works! logo on all published documents, including brochures, letterhead stationary, and marketing materials including television ads, newspaper ads, and all signs on buildings and vehicles as a means of establishing brand recognition and community awareness of this Department and its many services. The Department's logo and the Michigan Works! logo in all visual materials must be equal in size to that of the contractor's logo and must be accompanied somewhere in the document by the statement, in at least 10 pitch type, "Funded by the Department of Labor and Economic Growth ("MDLEG") and the Detroit Workforce Development Department" or "Funded in part by the Department of Labor and Economic Growth ("MDLEG") and the Detroit Workforce Development Department." Proposing organizations must stipulate that they will conform to this requirement in their proposals.

28. CONTRACTOR'S DATA ENTRY RESPONSIBILITY

It is the sole responsibility of the contractor to report participant's activity into the Internet based One-Stop Management Information System ("MIS"). Training on data, entry will be provided by the DWDD's Information Systems Unit. Contractors will assume liability for the input of incorrect data into this system. Including a comprehensive MIS plan of staff and procedures that address how data will be managed and tracked.

29. MAYOR'S TIME INITIATIVE

Proposing organizations that receive contracts for a Year-Round Youth program must cooperate with Mayor Kwame M. Kilpatrick's Mayor's Time initiative. Mayor's Time is a comprehensive, collaborative after-school campaign focused on improving the overall development of Detroit's youth. Mayor's Time has identified six core areas of childhood development that after school opportunities should fall under: enrichment, culture, social, technology, recreation, and environment. Successful organizations will be encouraged to build and maintain partnerships with after-school program providers and organizations, and help expand existing after-school programs and create new opportunities for programming where needed.

30. FREEDOM OF INFORMATION ACT

Public documents may be requested under the Freedom of Information Act ("FOIA") by an individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity. The Detroit Workforce Development Department ("DWDD"), a Michigan Works! Agency is regulated by the city of Detroit and state of Michigan governments and is mandated by FOIA.

PART III
YEAR-ROUND YOUTH EMPLOYMENT AND TRAINING PROGRAMS
SERVICES TO BE CONTRACTED

A. GENERAL SPECIFICATIONS

On behalf of the Detroit Workforce Development Board, the Detroit Workforce Development Department (“DWDD”), a Michigan Works! Agency will provide employment and training programs that assist youth who are facing serious barriers to academic and employment success. These programs will be funded under Title I of the Workforce Investment Act of 1998 during the period from July 1, 2006 through June 30, 2008. Training activities will be for high growth/high demand occupations for Detroit Metropolitan Statistical Area and for remedial education tied to occupational learning.

Agencies planning to submit proposals must have prior experience in operating youth programs and must design projects to meet the needs of a specified target group. Each proposed project must include at least thirty (30) participants. Agencies may submit more than one proposal.

The Department has approved the Test of Adult Basic Education (“TABE”)™, California Quality Assessment and Accountability Systems (“CASAS”)™, and Work Keys Tests of Basic Skills™ for both pre- and post- testing of participants. Agencies proposing additional testing instruments must identify them and include a copy as an attachment. Proposing agencies will be required to maintain an instructional staff-to-participant ratio of approximately 1 to 15. Justification must be provided if this staff-to-participant ratio requirement cannot be met.

Innovative concepts and programs built around such concepts are requested and particular attention will be given to programs incorporating math or personal computer experience leading to computer literacy for participants.

The Year-Round Youth Coordinator will be responsible for participating in the Department’s procurement process to select contractors for the Year-Round Youth Employment and Training programs. The Year-Round Youth Coordinator will also be responsible for monitoring and providing written reports to the DWDD on the Year-Round Employment and Training Program contractors and youth worksites to ensure compliance with the Workforce Investment Act (“WIA”) and DWDD’s policies, rules, and regulations. Successful Bidders must work with the Mayor’s Time After School Campaign to ensure enhanced services for youth.

In Program Year 2005, the Detroit Workforce Development Department served approximately 2,400 youth, ages 14-21, who were selected from an applicant pool of over 12,000 individuals.

Year-Round Youth Employment and Training Programs provide a design framework that will include the requirements of WIA section 129(c)(1)(A) as follows:

- a. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability,

interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program, and

- b. Develop service strategies for each participant that identifies an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to the above section, except that a new service provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program; and
- c. Provide academic enhancement; linkages between academic learning; preparation for postsecondary educational opportunities (if appropriate); strong linkage between academic and occupational learning (if appropriate); basic life skills; and effective connections to intermediary organizations that furnish strong links to accessible community resources, the job market, and local and regional employers; and
- d. Provide a description and assurances regarding how the program's non-WIA resources will be utilized to service entrants not eligible for program entry under WIA.

Year-Round Youth Employment and Training Programs make the following ten (10) elements, as directed under WIA, Title I, Section 129, available to youth participants:

- 1 Tutoring, study skills training, classroom instruction in math and/or instruction leading to secondary school completion, including dropout prevention strategies;
- 2 Alternative secondary school offerings, as appropriate;
- 3 Summer employment opportunities directly linked to academic and occupational learning;
- 4 Leadership development opportunities, which may include such activities as positive social behavior and soft skills reinforcement, decision-making, teamwork, community service and peer-centered activities;
- 5 Supportive services;
- 6 Paid and unpaid work experiences including internships and job shadowing, as appropriate;
- 7 Occupational skill training, as appropriate;

- 8 Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- 9 Follow-up services for not less than 12 months after the completion of the participation, and
- 10 Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

NOTE: As program elements are achieved, documentation must be prepared and included in each participant's file, which agrees with what is entered into the DWDD MIS system. Year-round youth program participants must be between the ages of 14 to 21 and must meet the Workforce Investment Act (WIA) eligibility criteria. The intent of the Workforce Investment Act as it relates to youth is to increase the basic skills, occupational skill, employment, retention, and earnings for eligible WIA youth.

B. UUUUUUPROGRAM DESIGN

All proposed youth activities must include employment opportunities that are directly linked to academic occupational learning. Training activities will be for high growth/high demand occupations for Detroit Metropolitan Statistical Area and for remedial education tied to occupational learning. **Field Trips will not be authorized.**

Classroom training activities will be targeted for the following groups:

- individuals with disabilities, including learning disabilities;
- individuals who are basis skills deficient;
- individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual;
- individuals who are school dropouts;
- individuals who are pregnant or parenting;
- individuals who are offenders;
- individuals who are homeless or runaway youth; or
- individuals who requires additional assistance to complete an educational program, or to secure and hold employment.

Classroom size should be a minimum of fifteen (15) and not more than thirty (30) participants. In-School activities will end no later than June 30, 2008.

Program activities should include remedial education, life management skills, career exploration, leadership development, mentoring, support services, incentives for recognition, and community services including volunteerism opportunities. Participants must receive individual counseling, which will include information about the ten (10) required youth program elements of the Workforce Investment Act (WIA) in Section 129(c)(2). Proposed training activities must incorporate the following youth program elements:

- Preparation for postsecondary educational opportunities,

- Linkages between academic and occupational learning,
- Preparation for unsubsidized employment opportunities,
- Linkages with intermediaries with strong employer connections,
- Alternative secondary school services,
- Summer employment opportunities,
- Paid and unpaid work experience,
- Occupational skills training,
- Leadership development opportunities, and
- Mentoring and support services.

An Individual Service Strategy (ISS) to outline educational and employment expectations will be developed and routinely updated by the DWDD's Year-Round Youth Coordinator for each participant as a part of the certification process.

The goals of the program must include: increased basic education skills levels and development of job search and employability skills. This training should also prepare the individual to enter vocational training or return to school.

Basic education and employability skills for dropouts must be designed to increase basic education achievement levels. In addition, dropouts should be encouraged to return to school, seek acquisition of a GED, or enter vocational training. Such activities may be concurrent or sequential but must be thoroughly discussed as to how and when they will occur.

2. Goals for Youth Participants

Year-round youth program participants must be between the ages of 14 to 21 and must meet the Workforce Investment Act (WIA) eligibility criteria. The intent of the Workforce Investment Act as it relates to youth is to increase the basic skills, occupational skill, employment, retention, and earnings for eligible WIA youth.

Goals for Younger Youth (14-18)

- Attainment of basic skills, and as appropriate, work readiness, or occupation skills;
- Attainment of secondary school diplomas and their recognized equivalents;
- Placement and retention in employment, post-secondary education, advanced training, military service, or qualified apprenticeship.

Goals for Older Youth (19-21)

- Entry into unsubsidized employment;
- Retention in unsubsidized employment for at least six months
- Earnings received in unsubsidized employment six months after entry into employment;
- Attainment of a recognized credential such as a high school diploma, GED, or occupational competency skills, entry into post secondary education, advance training, registered apprenticeship, military service, or unsubsidized employment

The WIA youth customer satisfaction performance indicators for both younger youth and older youth are: participant customer satisfaction and employer customer satisfaction.

NOTE: Presently a minimum of one attainable goal per year is required for all younger youth aged 14-18, and any appropriately assessed older youth aged 19-21, who needs to attain basic skills, work readiness skills or occupational skills enrolled in the WIA program.

C. PAYMENTS TO PARTICIPANTS

1. Incentive or Bonus Payments

Reasonable incentives and stipends are allowable expenditures under the WIA youth program, provided that the provision of an incentive or stipend is included in the participant's individual assessment and service strategy. Proposing agencies may establish criteria for awarding payments for both attendance and performance in academic and pre-employment/work maturity skills training. An incentive payment formula may be prepared by the agency and payments may be made on a bi-weekly basis. A model is included in the RFP package as Attachment 4.

2. Supportive Service Payments

Participants enrolled in classroom training shall be eligible to receive supportive service payments during the specified period of training. Participants may receive up to a maximum of eight dollars (\$8.00) per day in supportive service payments for transportation and lunch expenses, based on need and must be documented in the participant's Individual Service Strategy (ISS), for full-time daily attendance. Proposing agencies should complete the supportive service payment projections worksheet in the forms package (FORM D). Payments may be made by a separate contractor.

3. Work-Based Training Payments

Participants assigned to work experience will receive a minimum hourly payment. Participants may work up to thirty hours per week. Worksites must be monitored by the contractor. Time sheets and worksite records must be maintained at the worksite and also in the contractor's files.

D. TESTING AND EVALUATION

Educational acceleration in such subject areas as math, reading, and/or English to promote attainment of recognized educational credentials after participation is a major goal. Pre- and post-testing will be required for all participants in classroom training. The post-test will focus on whether the participants increased academic levels. Increased skill levels are expected to occur for many participants as a result of the program activity. Proposers are expected to state what percentage of participants will experience skill level increases. Pre- and post-testing of all participants will be conducted by the Detroit Workforce Development Department's Assessment Center contractor.

E. FOLLOW-UP AND CONTINUING CASE MANAGEMENT

To assure positive program outcomes, participants will be followed after participation to document attainment of recognized educational credentials or other performance outcomes. Follow-up services of 12 months after exit will be documented. Any recognized credential (educational or otherwise) including performance outcomes will be documented.

PART IV

GUIDELINES FOR PREPARING STATEMENT OF WORK

1. Type of Training and Rationale - Describe the type of classroom training to be offered and why it is needed. Define the special benefits the targeted population will receive.
2. Applicant Recruitment, Outreach, and Referral Process - Identify specific group(s) to be served. Describe the recruitment and outreach methods and techniques your agency will utilize to find suitable applicants in sufficient quantity to meet proposed program goals. The proposer must certify that participants will not begin training until proper authorization of eligibility is received from the City. Describe proposing agency's capabilities and prior experience in working with 14-21 year olds who are:
 - individuals with disabilities, including learning disabilities;
 - individuals who are basis skills deficient;
 - individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual;
 - Individuals who are school dropouts;
 - individuals who are pregnant or parenting;
 - individuals who are offenders;
 - individuals who are homeless or runaway youth; or
 - individuals who requires additional assistance to complete an educational program, or to secure and hold employment.
3. Entrance Criteria and Applicant Assessment - Describe any training entry requirements and how they will affect successful training completion and/or job placement. Describe any assessment tools used to determine need for training. Include a copy of proposed assessment instruments (other than the Test of Adult Basic Education ("TABE"), California Quality Assessment and Accountability Systems ("CASAS"), and Work Keys Tests of Basic Skills) as an attachment.
4. Training Site - Provide address of training site and specify if it is accessible to bus lines and barrier free.
5. Length of Proposed Training - Include the proposed start and end dates. Specify daily hours of training including time for lunch, weekly training schedule, and number of weeks. Include a list of official holidays and other days training classes will not be held.
6. Curriculum to be used - Provide a detailed outline of each unit of training and specific skills to be acquired per unit. Indicate total number of hours required for completion per unit and minimum number of hours required for completion of the proposed training program.
7. Instructional Method - Describe method(s) and technique(s) including innovative combinations and rationale for use. An instructional staff to participant ratio of no less than 1 to 15 must be maintained. Justification should be provided for any increase in this ratio.

8. Instructional Tools, Equipment, and Supplies - As an attachment, provide itemized lists of the following: textbooks, workbooks, instructional aids, equipment, instructional supplies, and packaged learning systems. Include the quantity of each provided item. Agency must have on hand any computer hardware to be used in training.
9. Internal Attendance Control System - Describe procedures for recording and verifying daily participant attendance. Provide policies governing tardiness and absenteeism.
10. Participant Orientation to the Training Program - Describe methods for informing participants of their responsibilities, rights, and orientation to the purpose of the program.
11. Supportive Services and Counseling - Describe techniques, methods, topics of counseling sessions, and frequency of group or individual counseling. Explain how counseling will assist participants in successful training completion and obtaining subsequent program goals. Specify supportive services available through the proposing agency that could benefit participants. Be sure to include reference to the ten (10) required youth program elements in Section 129(2)(c) of the WIA Act.
12. Testing and Competency Measurements - Describe how participant progress will be measured during the training period. Include type of tests and/or measurement system to be used to measure interim progress. Indicate frequency of testing and assistance to be provided to participants not making satisfactory progress. The proposed training should define each benchmark of successful training completion and describe in detail all pre-and post-testing measures. Show how they will be implemented to evidence benchmark attainment. If a testing instrument other than the Work Keys Tests of Basic Skills is proposed, include a copy as an attachment.
13. Completion Criteria - Describe the criteria for successful training completion. Include specific skills and proficiency levels to be achieved, as well as competency goals and other measurable goals to be acquired.
14. Staff Responsibilities and Qualifications - Briefly describe the proposed project's staffing requirements, including those positions which will deliver the training for program activities. For each position, include the number of staff, description of duties, and minimum qualifications. Provide a project organization chart, job descriptions, and resumes of identified staff as an attachment to this proposal. Use Forms I and J.

ATTACHMENT 1

RATING CRITERIA

All proposals submitted on time that are complete and meet the specifications of the RFP will be given a numerical rating score, based on the following factors:

1. Has the agency demonstrated the ability to enroll substantial numbers of one or more of the designated special targeted populations? **10 points**
 - ☐ Proposal includes a realistic recruitment and outreach plan to enroll sufficient numbers of one or more of the special targeted populations to be served.
 - ☐ There is evidence to demonstrate that proposer can meet the goals for special targeted population to be served.
2. To what extent is the program design of high quality? **15 points**
 - ☐ Program design is well thought-out, organized, and complete and the length of training is appropriate to achieve project goals.
 - ☐ Project will be effective, based on practicality, viability, and appropriateness of plan.
 - ☐ Proposal includes a well-designed plan for credentials certification and achieving other positive terminations.
 - ☐ Training proposed is in an occupation for which there is a relatively high entry-level wage and a favorable labor market demand supported by documentation.
 - ☐ Participants will acquire identifiable occupational skills and credentials and/or literacy and remediation skills and credentials.

3. Does the agency have the resources and capability to carry out the overall planned design? **20 points**

Based on Department records and RFP response, agency will be rated on:

- ☐ Adequacy of administrative ability, as shown by organizational plan, professional credentials of personnel, and history of grant management.
 - ☐ Resumes, experience, certification, licenses, and other credentials of training staff.
 - ☐ Adequacy, availability and accessibility of facilities, including barrier free access for individuals with disabilities.
 - ☐ Availability and adequacy of necessary equipment.
 - ☐ Agency appropriateness for project, based on credentials, licenses, certifications for proposed activity and incorporation status.
4. Will the project as planned enhance the Department's ability to meet overall performance standards? **10 points**
- ☐ The project is likely to result in a high percentage of participants being placed and retained in unsubsidized employment for 12 months.
 - ☐ Project activity will result in a relatively high hourly wage at placement for participants.
5. Based on past performance in similar grants or projects, or an account of its capabilities as indicated in the past Performance Summary (Form L) or pre-award survey, will the agency perform satisfactorily? **20 points**
- ☐ Past projects have achieved a high proportion of participants completing training, Board-approved competencies and other program goals

- ☐ Past projects have been cost effective.
 - ☐ Agency has a record of successful training projects, including experiences in services to one or more of the target groups.
 - ☐ Proposer has demonstrated ability in past placements to meet placement goals for the number of participants to be placed and retained in unsubsidized employment.
 - ☐ Proposer has demonstrated ability in the past to meet or exceed its goal of hourly wages at placement.
6. Does the agency have the resources to provide participants with supportive services needed to overcome barriers to program completion and placement? **5 points**
- ☐ The proposal includes a well-designed supportive services system to identify and help solve participants problems and carry out the Individual Service Strategy plan.
 - ☐ Proposer has submitted resumes for staff demonstrating credentials that show the ability to provide supportive services to participants.
7. Is the project cost effective and sound from a cost/budget/fiscal standpoint? **20 points**
- ☐ Administrative costs are low in relation to total costs.
 - ☐ Budget/cost plan is accurate, complete, correct, and follows guidelines.
 - ☐ Reasonableness of cost is demonstrated.
 - ☐ Proposer has reduced WIA cost by a substantial amount through cash contributions and acceptable match in support of proposed project.

Evaluation of responses to fiscal sections of Agency Resources Questionnaire is favorable, including the most recent audit report, and history of grant/fiscal management is excellent.

- ☐ Administrative costs, combined with profit, do not exceed the Department's published cap on such costs, currently set at 13%.

8. GRAND TOTAL: Sum of points in 1-7: **100 points**

ATTACHMENT 2

WIA Youth Performance Levels

The MWA Youth Program includes provisions to meet the following youth performance indicators:

Planned Performance Levels for Younger Youth (Aged 14 - 18)

1. Attainment of basic skills and, as appropriate, work readiness or occupational skills.

Skill Attainment Rate:	PY 2006	92%
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2. Attainment of secondary school diploma or its recognized equivalents.

Diploma or Equivalent Attainment Rate:	PY 2006	79%
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3. Placement and retention in post-secondary education or advanced training or placement or retention in military service, employment, or qualified apprenticeships.

Retention Rate:	PY 2006	66%
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Planned Performance Levels for Older Youth (19 - 21)

Entered Employment Rate:	PY 2006	75%
---------------------------------	----------------	------------

Retention Rate at Six Months:	PY 2006	77%
--------------------------------------	----------------	------------

Average Earnings Change at Six Months:	PY 2006	\$2,700
---	----------------	----------------

Credential Rate:	PY 2006	72%
-------------------------	----------------	------------

<u>Participant Customer Satisfaction</u>	90%
---	------------

<u>Employer Customer Satisfaction</u>	85%
--	------------

CUSTOMER SATISFACTION SURVEY

Customer ID: _____ Participant Name: _____
(Optional)

Please ask the Participant the following three questions and enter the numeric value for their response to each question.

Utilizing a scale of 1 to 10 where "1" means 'Very Dissatisfied' and "10" means 'Very Satisfied', what is your overall satisfaction with the services provided from _____?
(Name of Service Provider)

Considering all of the expectations you may have had about the services, to what extent have the services met your expectations? "1" now means "Falls Short of Your Expectations" and "10" means "Exceeds Your Expectations."

Now think of the ideal program for people in your circumstances. How well do you think the services you received compare with the ideal set of services? "1" now means "Not very close to the ideal?" and "10" means "Very Close to the "Ideal".

Survey Completed by: _____

Agency Name: _____

Date: _____

INCENTIVE PAYMENT MODEL

Training programs use incentive or bonus payments to motivate participants and insure youth attendance and academic achievement. Proposing agencies should establish criteria to award incentive payments every two weeks. A model of an incentive payment formula is outlined below:

1. After two weeks of training participants may earn a cash incentive for:
 - a) minimum attendance of not less than 70% for this period;
 - b) successful completion of one or more associated training module(s).
2. After two additional weeks:
 - a) minimum attendance of not less than 70% for this period;
 - b) successful completion of one or more associated training module(s) for which participant has not already received a payment.
3. After three additional weeks:
 - a) minimum attendance of not less than 70% for this period;
 - b) successful completion of one or more associated training module(s) for which participant has not already received a payment.
4. After completion of post-test:
 - a) a score indicating 1 year or more improvement above grade level at entry;
 - b) a score indicating 1/2-year improvement above grade level at entry;
 - c) maintaining the academic level demonstrated at pre-testing.

An acceptable incentive formula will:

- 1) Base payments on attendance and performance criteria that are clearly defined, objectively measurable and documentable.
- 2) Specify payment amounts.

ATTACHMENT 4

INCENTIVE PAYMENT MODEL (continued)

- 3) Insure payments amounts are reasonable, commensurate with the behavior being rewarded and available to all participants achieving equal attendance and performance.
- 4) Be applied to each participant individually.
- 5) Include minimum attendance of not less than 70% of scheduled measurement period, and achievement of not less than the minimum required performance objective for payment.

In addition, the proposing agency must be prepared to maintain records for each participant, documenting attendance and achievement, determination, and amount of payments.

PART V
REQUEST FOR PROPOSAL (RFP)
APPLICATION PACKAGE

Agencies proposing training programs in response to this RFP must include all applicable forms and documents to be considered for funding. Forms are also available on disk.

CITY OF DETROIT KWAME M. KILPATRICK, MAYOR DETROIT WORKFORCE DEVELOPMENT DEPARTMENT Operations Division 707 W. Milwaukee Avenue Detroit, Michigan 48202	FOR INTERNAL USE ONLY Proposal Number: PY 2005 _____ Rec'd by _____ Date _____ Time _____ Rating: _____
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APPLICATION COVER SHEET
WORKFORCE INVESTMENT ACT TITLE I

1. LEGAL NAME OF APPLICANT AGENCY		FEDERAL EMPLOYER I.D. NUMBER	
ADDRESS -Administrative		ADDRESS - Training Facility	
CONTACT PERSON		TELEPHONE NUMBER OF CONTACT PERSON	
2. TARGET POPULATIONS (Unduplicated Count)		3. PROPOSED COSTS (From Exhibit II)	
14-18 Youth		WIA Contract	\$
19 - 21 Youth		Contribution Match	\$
		Supportive Service	\$
High School Dropouts		Payments	\$
		TOTAL	\$
4. NUMBER OF PLACEMENTS		5. PROPOSED PERFORMANCE (From Form C)	
Number of Placements _____		Cost/Entered Employment	\$
at 90 Day Follow Up _____		Cost/Youth Positive Termination	\$
6. PROJECT NAME AND BRIEF DESCRIPTION			
7. TYPE OF ORGANIZATION		8. Is the agency licensed by the State of Michigan Department of Education for the Proposed Training	
<input type="checkbox"/> PUBLIC AGENCY		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> PRIVATE NON-PROFIT		9. Is the proposed training approved for Pell Grants?	
<input type="checkbox"/> PRIVATE FOR-PROFIT		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> OTHER		10. Is the proposed agency incorporated ?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
AGENCY STATEMENT OF CERTIFICATION			
This proposal was prepared independently without consultation, agreement or cooperation with any other proposing agency or party to determine a competitive cost for the services offered. This proposal has been duly authorized by the governing body of the proposer. The applicant will comply with all rules and regulations of the funding agency and will revise this proposal, if necessary.			
AUTHORIZED SIGNER'S NAME TYPED		AUTHORIZED SIGNATURE	
AUTHORIZED SIGNER'S TITLE		DATE SIGNED	

PROPOSAL TABLE OF CONTENTS

Complete after proposal is prepared. Insert as page 2 of proposal.

The forms and documents listed below are to be included in the order shown. Fill in the page number where the form or document can be found in your proposal.

	Application Page Number
Application Cover sheet (Form A)	<u>1</u>
Proposal Table of Contents (Form B)	<u>2</u>
Project Activity Summary (Form C)	<u>3</u>

Project Proposal

- I. Statement of Work (Exhibit I)

- II. Cost/Budget Proposal (Exhibit II)
 - Supportive Service Payment Projection (Form D)
 - Non-WIA Cash Contribution/Match Worksheet (Form E)
 - Training Equipment List (Form F)

- III. Agency Background and Resources
 - Agency Resources Questionnaire (Form G)
 - Job Descriptions of WIA Staff (Form H)
 - Resumes of WIA Staff (Form I)
 - Fiscal Responsibility Certification (Form J)
 - Past Performance Summary (Form K)
 - Debarment Certification (Form L)

Attachments:

- 1. State Incorporation Certificate
- 2. Agency Vocational Training License and Certification
- 3. Organization Chart for Project
- 4. Licenses/Certification of Professional Staff
- 5. Audit Report - Most Recent
- 6. Certification of 501(c)(3) Status for non-profits

PROJECT ACTIVITY SUMMARY

1. Type of Activity
2. In-School Out-of-School
3. Length of Participant's Activity:

 # Weeks_____ X # Hours/Week_____ = _____ Total Hours
4. Proposed Start Date_____ End Date

 PROGRAM YEAR 2006 - 2007
 YOUTH
5. WIA Cost (Exhibit II)
6. Total Participants Enrolled
7. Project Terminations
 - a. # Total Participants Terminated
 - b. # Entered Unsubsidized Employment
 - c. Entered Unsubsidized Employment Rate (b) a)
 - d. Cost Per Entered Employment (5) 7b)
 - e. # Employed at 90-Day Follow up
 - f. # Participants Returned to School (K-12)
8. # Participants on Board (6 minus 7) June 30, 2005.

STATEMENT OF WORK

NARRATIVE

Insert the Statement of Work developed for the specific type of program proposed in accordance with Part III of the RFP package.

**GENERAL GUIDELINES
FOR COST/BUDGET PROPOSAL**

1. Equipment purchases will be limited to only items approved by the Detroit Workforce Development Department.
2. All proposing agencies must submit a complete line-item budget for the total length of the program for each project. Explanatory and backup sheets may be added to support the required forms.
3. Private for profit proposers should indicate anticipated program profits over program costs in the space provided on Exhibit II-12. Private non-profit organizations are specifically prohibited from deriving profits from WIA funded activities.
4. All bidders of classroom training projects must prepare an estimate of participant supportive service payments on the Supportive Service Payment projections worksheet, FORM D. Supportive service payments up to eight dollars per day for transportation and lunch will be based on individually assessed need as documented in the participant's Individual Employment Plan (IEP). However, for purposes of estimation, payment based on maximum need should be calculated by the proposer. Participant supportive service payments for classroom training will be paid directly to WIA participants by a separate contract and will not be included in the proposing agency's WIA contract.
5. All bidders must complete the Non-WIA Cash Contribution/Match Worksheet, Form E.
6. All bidders are required to complete the Training Equipment List, Form F, to identify equipment on hand that will be used in the proposed training.
7. The Detroit Workforce Investment Agency requires that entry-level wages for participants placed in employment must be at least equal to the wages paid other workers entering employment in the same occupation in the industry. For PY 2006, the Detroit Workforce Investment Agency has set an average wage at placement goal of \$8.33 for older youth.

COST/BUDGET PROPOSAL GRAND SUMMARY

PROJECT:

1. Primary Activity (Check one)
() Classroom Training/Occupational Skills
() Classroom Training/Literacy and Remediation Skills

1 Cost Summary (From Exhibit II, Line Item Budget)

a. WIA Proposed Administration Costs	\$ _____
Supportive Services and Follow-Up Cost	\$ _____
Training Cost	\$ _____
In-School Youth	\$ _____
Out-of-School Youth	\$ _____
Profit (Private for Profit Proposers)	\$ _____
WIA TOTAL	\$ _____
b. Per Diem Supportive Service Payment Projections	\$ _____
(FORM D)	
c. Non-WIA Contribution/Match (Form F)	\$ _____
TOTAL PROJECT COST	\$ _____

3 Youth Funding Source Costs Only (3a above)

	Number	Contract Costs
Youth Participants	_____	\$ _____

Exhibit II-2**LINE ITEM BUDGET - ADMINISTRATION**

POSITION TITLE*	RATES PER WEEK	% TIME TO PROJECT	NO. WEEKS	WIA	NON- WIA	TOTAL
------------------------	-------------------------------	----------------------------------	----------------------	------------	---------------------	--------------

SUB-TOTAL

* Group all positions and provide sub-totals according to sub headings: Managerial, Clerical, etc.

Exhibit II-3

LINE ITEM BUDGET - ADMINISTRATION

			WIA	NON- WIA	TOTAL
<u>FRINGE BENEFITS</u>					
FICA	%X	\$			
WORKERS COMPENSATION	%X	\$			
HEALTH & WELFARE INS.	%X	\$			
RETIREMENT PENSION	%X	\$			
UNEMPLOYMENT INS.	%X	\$			
OTHER SPECIFY	%X	\$			
	%X	\$			
<u>SUB-TOTAL</u>					

TRAVEL EXPENSES

Local Travel

Mi/wk X \$. X Wks

Staff Members Using

Per Diem

No. days X \$_____/day

SUB-TOTAL

LINE ITEM BUDGET - ADMINISTRATION

	WIA	NON- WIA	TOTAL
<u>FACILITY COST</u>			
(1) Rent (Attach copy of lease)			
_____ sq. ft. of office space @			
_____ per sq. ft. per month X			
_____ months X _____ % of use =			
# of staff using facility:			
Address of rented facility:			
(2) <u>Utilities (Specify)</u>			
\$ _____ / month X _____ months =			
(3) <u>Communications</u>			
Base telephone rate \$ _____ / month plus			
an estimated \$ _____ for toll calls X _____ months =			
Postage \$ _____ / month X _____ months =			
(4) <u>Capital Improvements</u>			
<u>SUB-TOTAL</u>			
<u>CONSUMABLE OFFICE SUPPLIES</u>			
<u>SUB-TOTAL</u>			
<u>EQUIPMENT</u>			
Rent/Lease: Itemize			
Purchase: Itemize			
<u>SUB-TOTAL</u>			

Exhibit II-6

LINE ITEM BUDGET - SUPPORT SERVICES AND FOLLOW-UP

POSITION TITLE*	RATES PER WEEK	% TIME TO PROJECT	NO. WEEKS	WIA	NON- WIA	TOTAL
-----------------	----------------------	-------------------------	--------------	-----	-------------	-------

SUB-TOTAL

* Group all positions and provide sub-totals according to sub headings: Managerial, Clerical, etc.

LINE ITEM BUDGET - SUPPORT SERVICES AND FOLLOW-UP

			WIA	NON- WIA	TOTAL
<u>FRINGE BENEFITS</u>					
FICA	%X	\$			
WORKERS COMPENSATION	%X	\$			
HEALTH & WELFARE INS.	%X	\$			
RETIREMENT PENSION	%X	\$			
UNEMPLOYMENT INS.	%X	\$			
OTHER SPECIFY	%X	\$			
	%X	\$			

SUB-TOTAL

TRAVEL EXPENSES

Local Travel

Mi/wk X \$. X Wks

Staff Members Using

Per Diem

No. days X \$_____/day

SUB-TOTAL

LINE ITEM BUDGET - SUPPORT SERVICES AND FOLLOW-UP

	WIA	NON- WIA	TOTAL
<u>FACILITY COST</u>			
(1) Rent (Attach copy of lease)			
_____ sq. ft. of office space @			
_____ per sq. ft. per month X			
_____ months X _____ % of use =			
# of staff using facility:			
Address of rented facility:			
(2) <u>Utilities (Specify)</u>			
\$_____/month X _____ months =			
(3) <u>Communications</u>			
Base telephone rate \$_____/month plus			
an estimated \$_____ for toll calls X _____ months =			
<u>Postage</u> \$_____/ month X _____ months =			
(4) <u>Capital Improvements</u>			
<u>SUB-TOTAL</u>			
<u>CONSUMABLE OFFICE SUPPLIES</u>			
<u>SUB-TOTAL</u>			
<u>EQUIPMENT</u>			
Rent/Lease: Itemize			
Purchase: Itemize			
<u>SUB-TOTAL</u>			
<u>TOTAL SUPPORT SERVICES & FOLLOW UP</u>	_____	_____	_____
	_____	_____	_____

LINE ITEM BUDGET - TRAINING

POSITION TITLE*	RATES PER WEEK	% TIME TO PROJECT	NO. WEEKS	WIA	NON- WIA	TOTAL
-----------------	----------------------	-------------------------	--------------	-----	-------------	-------

SUB-TOTAL _____

* Group all positions and provide sub-totals according to sub headings: Managerial, Clerical, etc.

Exhibit II-10

LINE ITEM BUDGET - TRAINING

			WIA	NON- WIA	TOTAL
<u>FRINGE BENEFITS</u>					
FICA	%X	\$			
WORKERS COMPENSATION	%X	\$			
HEALTH & WELFARE INS.	%X	\$			
RETIREMENT PENSION	%X	\$			
UNEMPLOYMENT INS.	%X	\$			
OTHER SPECIFY	%X	\$			
	%X	\$			
<u>SUB-TOTAL</u>					

TRAVEL EXPENSES

Local Travel

Mi/wk X \$. X Wks

Staff Members Using

Per Diem

No. days X \$_____/day

SUB-TOTAL

LINE ITEM BUDGET - TRAINING

	WIA	NON- WIA	TOTAL
--	-----	-------------	-------

FACILITY COST

- (1) Rent (Attach copy of lease)

_____ sq. ft. of office space @
 _____ per sq. ft. per month X
 _____ months X _____ % of use =
 # of staff using facility:
 Address of rented facility:

- (2) Utilities (Specify)

\$_____/month X _____ months =

- (3) Communications

Base telephone rate \$_____/month plus
 an estimated \$_____ for toll calls X _____ months =

Postage \$_____/ month X _____ months =

- (4) Capital Improvements

SUB-TOTAL

TRAINEE COSTS

- (1) Tuition
 (2) Books
 (3) Supplies
 (4) Other

SUB-TOTAL

Exhibit II-13

LINE ITEM BUDGET – IN-SCHOOL YOUTH

POSITION TITLE*	RATES PER WEEK	% TIME TO PROJECT	NO. WEEKS	WIA	NON- WIA	TOTAL
-----------------	----------------------	-------------------------	--------------	-----	-------------	-------

SUB-TOTAL

* Group all positions and provide sub-totals according to sub headings: Managerial, Clerical, etc.

Exhibit II-14

LINE ITEM BUDGET – IN-SCHOOL YOUTH

			WIA	NON- WIA	TOTAL
<u>FRINGE BENEFITS</u>					
FICA	%X	\$			
WORKERS COMPENSATION	%X	\$			
HEALTH & WELFARE INS.	%X	\$			
RETIREMENT PENSION	%X	\$			
UNEMPLOYMENT INS.	%X	\$			
OTHER SPECIFY	%X	\$			
	%X	\$			
<u>SUB-TOTAL</u>					

TRAVEL EXPENSES

Local Travel

Mi/wk X \$. X Wks

Staff Members Using

Per Diem

No. days X \$_____/day

SUB-TOTAL

Exhibit II-15

LINE ITEM BUDGET – IN-SCHOOL YOUTH

	WIA	NON- WIA	TOTAL
<u>FACILITY COST</u>			
(1) Rent (Attach copy of lease)			
_____ sq. ft. of office space @			
_____ per sq. ft. per month X			
_____ months X _____ % of use =			
# of staff using facility:			
Address of rented facility:			
(2) <u>Utilities (Specify)</u>			
\$ _____/month X _____ months =			
(3) <u>Communications</u>			
Base telephone rate \$ _____/month plus			
an estimated \$ _____ for toll calls X _____ months =			
Postage \$ _____/ month X _____ months =			
(4) <u>Capital Improvements</u>			
<u>SUB-TOTAL</u>			
<u>TRAINEE COSTS</u>			
(1) Tuition			
(2) Books			
(3) Supplies			
(4) Other			
<u>SUB-TOTAL</u>			

LINE ITEM BUDGET – OUT-OF SCHOOL YOUTH

POSITION TITLE*	RATES PER WEEK	% TIME TO PROJECT	NO. WEEKS	WIA	NON- WIA	TOTAL
-----------------	----------------------	-------------------------	--------------	-----	-------------	-------

SUB-TOTAL						
-----------	--	--	--	--	--	--

* Group all positions and provide sub-totals according to sub headings: Managerial, Clerical, etc.

LINE ITEM BUDGET – OUT-OF-SCHOOL YOUTH

			WIA	NON- WIA	TOTAL
<u>FRINGE BENEFITS</u>					
FICA	%X	\$			
WORKERS COMPENSATION	%X	\$			
HEALTH & WELFARE INS.	%X	\$			
RETIREMENT PENSION	%X	\$			
UNEMPLOYMENT INS.	%X	\$			
OTHER SPECIFY	%X	\$			
	%X	\$			
<u>SUB-TOTAL</u>					

TRAVEL EXPENSES

Local Travel

Mi/wk X \$. X Wks

Staff Members Using

Per Diem

No. days X \$_____/day

SUB-TOTAL

LINE ITEM BUDGET – OUT-OF-SCHOOL YOUTH

	WIA	NON- WIA	TOTAL
<u>FACILITY COST</u>			
(1) Rent (Attach copy of lease)			
_____ sq. ft. of office space @			
_____ per sq. ft. per month X			
_____ months X _____ % of use =			
# of staff using facility:			
Address of rented facility:			
(2) <u>Utilities (Specify)</u>			
\$ _____ / month X _____ months =			
(3) <u>Communications</u>			
Base telephone rate \$ _____ / month plus			
an estimated \$ _____ for toll calls X _____ months =			
<u>Postage</u> \$ _____ / month X _____ months =			
(4) <u>Capital Improvements</u>			
<u>SUB-TOTAL</u>			
<u>TRAINEE COSTS</u>			
(1) Tuition			
(2) Books			
(3) Supplies			
(4) Other			
<u>SUB-TOTAL</u>			

LINE ITEM BUDGET – OUT-OF-SCHOOL YOUTH

	WIA	NON- WIA	TOTAL
<u>EQUIPMENT</u>			
Rent/Lease: Itemize			
Purchase: Itemize			
<u>SUB-TOTAL</u>			
<u>OTHER EXPENSES: (Specify)</u>			
<u>SUB-TOTAL</u>			
<u>TOTAL OUT-OF-SCHOOL YOUTH</u>			

LINE ITEM BUDGET SUMMARY

TOTAL ADMINISTRATION COSTS			
TOTAL SUPPORT SERVICES & FOLLOW-UP COSTS			
TOTAL TRAINING COSTS			
PROFIT (Private for Profit Proposers Only)			
GRAND TOTAL			

SUPPORTIVE SERVICE PAYMENT PROJECTIONS

A participant in approved classroom training shall be eligible to receive supportive services payments during training. Participants may receive a maximum of \$8.00 per day in supportive service payments. The types of payments for which a participant may be eligible are

1. Transportation payments for days that the participant is actually attending training, and
2. Lunch payments for participants attending training at least four hours per day.

All payments will be contingent upon individually assessed need of the participant as documented in the Individual Employment Plan (IEP).

Calculate the projected maximum supportive service payments to participants in the space provided below. Assume that all participants qualify for maximum need. Use a retention rate in your calculations that accurately reflects your agency's experience with similar programs and services, or use a flat rate of 75% (0.75) if there is no prior experience.

Transportation Cost: \$2.50 per day

Lunch Cost: \$5.50 per day

Retention Rate: _____

Class	No. Participants	No. Days	Daily Cost Per Participant	Retention Rate	Total
	X	X	X	=	

NON-WIA CASH CONTRIBUTION/MATCH WORKSHEET

In the space below, indicate the source(s) and amount(s) of any non-Federal cash contribution or match for the proposed project that will reduce the WIA contract costs. Omit “in-kind” contributed costs.

If instruction costs not included as matching funds, please identify source of instruction, name of school, contact person and phone number.

SOURCE	AMOUNT	EXPLANATION
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL CASH CONTRIBUTION/MATCH	\$	

TRAINING EQUIPMENT LIST

Project _____

List equipment on hand to be used in the proposed WIA training.

[illegible]

PREPARED BY _____ TITLE _____ DATE _____

AGENCY RESOURCES QUESTIONNAIRE

1. Name and title of the person(s) with legal authority to sign contracts.

2. List the name(s) and title(s) of all officers and members of the board of directors of the corporation or business:

NAME	TITLE

3. Number of years the school/agency has been in business.
4. How many total students/clients did the agency serve last year?
5. a. Is the training site on a bus line? YES__ NO __
State the bus line and indicate how many blocks from the nearest bus stop to the agency.

- b. Is the training site accessible to individuals with disabilities? YES
NO__Describe the accessibility.

6. Attach a copy of the proposer's state incorporation certificate, and appropriate licensures and certifications for vocational (occupational) training.
7. Has the agency ever gone into receivership, bankruptcy reorganization or been declared financially insolvent? YES____ NO ____

If yes, describe the circumstances.

8. a. Attach an organization chart for the proposed project listing all WIA program staff.
- b. Provide job descriptions for WIA program staff including relevant job qualifications. Use Form H.
- c. Attach resumes and certifications of professional staff to be associated with this WIA project. Sign the statement of assurance that all staff credentials have been verified. Use Form J.
9. a. If staff or other costs charged to this budget will be shared with one or more funding sources, please detail the overall cost allocation plan for sharing costs with the WIA project including the method of allocating shared cost.
- b. Identify "other" funding sources. Note whether the non-WIA funding sources are listed on the Non-WIA Cash Contribution/Match Worksheet (Form E).

-
10. Does the agency do its own accounting? YES____ NO
If no, indicate the name and address of the accounting firm.
-
-

11. What journals does the agency maintain?
- a. General journal YES__ NO__
 - b. Cash receipts YES__ NO__
 - c. Cash disbursements YES__ NO__
 - d. Payroll register YES__ NO__
 - e. Accounts payable YES__ NO__
 - f. Employee earning record YES__ NO__
 - g. Other (Specify) YES__ NO__

12. Does the agency have a general ledger? YES__ NO__
How often is a trial balance prepared?
- _____

13. Accounting System Disbursements

- a. Are all disbursements made by check? YES__ NO__
- b. Are checks pre-numbered? YES__ NO__
- c. What person(s) sign checks?

14. Is a bank reconciliation prepared? YES__ NO__

15. Describe the agency's payroll system including internal checks for accuracy and validity.

Method of Documenting Employee Time:

- a. Employees sign in/out each day? YES__ NO__
- b. Punch time clock? YES__ NO__
- c. Are the time sheets or cards signed by a supervisor? YES__ NO__

16. Bonding

A minimum bonding of \$100,000 is required of employees receiving or depositing funds into program accounts or issuing financial documents, checks or other instruments of payment. Higher coverage is required for advances over \$100,000.

- a. Indicate the amount of agency bonding coverage \$
- b. List the names and titles of the individuals who will be bonded:

17. Name and address of auditing firm:
Attach the agency's most recent audit.
18. Attach a Fiscal Responsibility Certification (Form K) signed by the agency's financial officer and a Certified Public Accountant.
19. For JTPA audits as well as other audits, indicate what action has been taken in regard to the following:
- a. Auditor's opinions or recommendations regarding internal controls.
 - b. Cost disallowances.
 - c. Other "qualitative" changes the contractor has undertaken in response to audits._____
20. Has the organization ever been declared seriously deficient in the operation of a grant? YES___ NO___
If yes, describe the circumstances on attached pages.
21. Describe the audit trail for:
- a. Salaries_____
 - b. Telephone expenses_____
 - c. Travel expenses_____
22. Give a complete description of the flow of funds through the organization starting with the receipt of funds until actual disbursement. This description should clearly indicate the internal checks and balances in the system designed to prevent and detect fraud or the misuse of federal funds.
23. Agency Policies
Does the agency have a written Personnel Manual? YES___ NO

If "NO," does the agency have written policies regarding:

- | | | | |
|----|-------------------------------------|-------|----|
| a. | Sick leave? | YES__ | NO |
| b. | Vacation? | YES__ | NO |
| c. | Travel reimbursement? | YES__ | NO |
| d. | Affirmative action (EEO)? | YES__ | NO |
| e. | Other personnel matters (identify)? | | |

JOB DESCRIPTION OF WIA STAFF

Prepare a job description for each proposed staff position to be funded by WIA, including managerial, supervisory, instructional, job development, and counseling.

AGENCY: _____

PROGRAM: _____

POSITION TITLE: _____

Directly Responsible to:

General Statement of Duties:

Qualifications:

Related Knowledge, Skills and Abilities

Responsibilities:

FORM I

RESUME OF WIA STAFF

To be completed by all managerial, supervisory, instructional, counseling and job development staff. Do not substitute other formats.

NAME: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PROPOSED JOB TITLE: _____ START DATE: _____

IF INSTRUCTOR, SUBJECT(S) TO BE TAUGHT: _____

HIGH SCHOOL ATTENDED: _____

CITY: _____ STATE: _____

DIPLOMA GRANTED: _____ GED OBTAINED: _____

(month/year)

(month/year)

COLLEGE OR UNIVERSITY ATTENDED: _____

CITY: _____ STATE: _____

DATE GRADUATED: _____ MAJOR: _____ DEGREE: _____

(month/year)

Teaching Certificate: _____

Subjects/Grades

Expiration Date

OTHER SCHOOLS: Vocational, Business, Apprenticeship, Special Courses

NAME OF SCHOOL/AGENCY	TYPE OF TRAINING	LICENSES/CERTIFICATE	DATES

TEACHING EXPERIENCE

NAME OF SCHOOL/AGENCY	ADDRESS OF SCHOOL/ AGENCY	SUBJECTS TAUGHT	FROM	TO

EMPLOYMENT OTHER THAN TEACHING

NAME OF FIRM	ADDRESS OF FIRM	TYPE OF WORK	FROM	TO

CERTIFICATION: I certify that the above information is true and complete

Signature of Director/Date

Signature of Staff/Date

FISCAL RESPONSIBILITY CERTIFICATION

The fiscal responsibility certification form is compulsory for all agencies submitting a proposal under this RFP. A Certified Public Accountant, in addition to the financial officer's signature is required.

FISCAL RESPONSIBILITY CERTIFICATION

Complete both (1) and (2)

(1) I, the financial officer of the contracting agency which will maintain the Grant Recipient's accounts, accept full responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system by such agency and agencies participating in the project, with internal controls adequate to safeguard the assets of such agencies, check the accuracy and reliability of accounting data, promote operation efficiency and encourage adherence to prescribed management policies.

(Signature and Date)

(Title)

(2) I, a Certified Public Accountant/duly licensed public accountant, am of the opinion that the Contractor has established the accounting system described in (1) above.

(Signature and Date)

(Firm)

PAST PERFORMANCE SUMMARY

For any training **SIMILAR OR IDENTICAL*** to the proposed project which was engaged in during the last two program years, please complete for each project:

Project Title _____

Funding Agency Contact: _____ Phone _____

Project Dates: From _____ To _____

Type of Training: _____ Client Population(s) _____

Performance Information:

a. Contract cost:	Planned	\$ _____
	Actual	\$ _____
b. # Enrollees	Planned	_____
	Actual	_____
c. Total Terminations		_____
d. Entered Employment:	Planned	_____
	Actual	_____
e. Entered Unsubsidized Employment Rate:		
f. Cost Per Entered Employment		\$ _____
g. Employed at 12 Month Follow-up		
h. Average Wage Per Hour at Entered Employment		\$ _____
i. Average Wage Per hour at 12 month follow-up		\$ _____
j. Total Non-Positive Terminations		
k. Participants on Board		

*** Explain in narrative detail related SIMILAR training program and outcome. Attach additional pages if necessary.**

DEBARMENT CERTIFICATION INSTRUCTIONS

Instructions for Certification

By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.

The prospective recipient of Federal assistance funds shall provide immediate written notice to the person, to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definition and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.

A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause.

The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

DEBARMENT CERTIFICATION

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS
WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

NOTICE OF DETROIT LIVING WAGE RATES ADJUSTMENT EFFECTIVE JUNE 1, 2005

In accordance with Ordinance No. 45-98, being Sections 18-5-81 through 18-5-86 of the 1984 Detroit City Code, titled Detroit Living Wage Ordinance (Ordinance), the Purchasing Division of the City Finance Department has determined that the following adjustments to the living wage rates are necessary to reflect changes in the federal poverty level:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$9.68** per hour (100% of the federal poverty level income guideline for a family of four); and
- 2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **\$12.09** per hour (125% of the federal poverty level income guideline for a family of four).

These rates are based upon the 2004 federal poverty level income guideline of \$19,350.00 for a family of four in the contiguous 48 states and the District of Columbia, as published in the Federal Register: February 14, 2005. In order to provide the notice to employers required pursuant to Section 18-5-83 (d) of the Ordinance, these rates shall become effective **June 1, 2005**. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services.

The Ordinance applies to employers who are contractors' or grantees' as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is **December 16, 1998**. A copy of the ordinance may be obtained from:

Ms. Olline McElroy, Municipal
Code and Ordinance Clerk
City Clerk's Office

2000 Coleman A. Young Municipal Center

Detroit, MI 48226
(313) 224-2083